



COTTON UNIVERSITY

Panbazar, Guwahati- 781001

Notice Inviting Expression of Interest

" NI-EOI No. CU/S&P/2024/09 Dt. Nov 06,2024 "

EOI is invited in double-bid systems from Guwahati based Wholesaler/Retail Outlets in respect to Enlistment of Vendors for Procurement of Office Stationery, general & other miscellaneous consumables for the Cotton University. The deadline for submission of sealed bid is 2:00 P.M. of Nov 26, 2024.

For details, visit www.cottonuniversity.ac.in .

S/d, Registrar

Registrar

Cotton University

Panbazar, Guwahati-781001, Assam



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Panbazar, Guwahati-781001, Assam, India

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Notice Inviting Bids

"NIB No. CU/S&P/2024/09 Dt. Nov 06, 2024"

Expression of Interest (EOI) is invited in double-bid(techno-commercial and financial) systems from Guwahati based Wholesaler/retail outlets with respect to **"Enlistment of Vendors for Procurement of Office Stationery, general & other miscellaneous consumables"** for the Cotton University.

The bidding document pertaining to this notice, along with the **requisite nos. of ICICI Bank Challan- 'FEE CODE-011'** which is meant for payment of a **processing fee worth INR 2,000/-**, must be downloaded from the University's website i.e. www.cottonuniversity.ac.in. The sealed cover must be super-scribed as **"Enlistment of Vendors for Procurement of Office Stationery, general & other miscellaneous consumables:: NIB No. CU/S&P/2024/09 Dt. Nov 06,2024"** and addressed to **"The Registrar, Cotton University, Guwahati-781001, Assam"**. The sealed cover containing the bid must be submitted during office hours **on or before 2.00 P.M. of Nov 26, 2024** in the **drop-box** arranged for the purpose. Bid opening might be done on the same day at **3:00 P.M.** in presence of the bidders.


(Dr. Arindam Garg)
Registrar

Memo No. CU/S&P/2024/012/ **8919-24**

Dated **06/11/24**

Copy for information and necessary action to:

1. The Director, Directorate of Information and Public Relations, Government of Assam; is requested to arrange for publication of the abstract ad {soft copy enclosed} of this notice in the immediately next issue of 'The Assam Tribune' and 'Amar Asom', as well as submit the invoice in triplicate format for claiming the release of payment.
2. The P.S. to the Vice Chancellor to appraise the matter to Hon'ble Vice Chancellor,C.U.
3. The Finance Officer, Cotton University
4. The Systems Manager, Cotton University; is requested to arrange for uploading/posting of this bidding document in the University's website
5. The University's notice board
6. The office file concerned


(Dr. Arindam Garg)
Registrar



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1. Terms and Conditions:

The following terms and conditions, which are the minimum criteria for this bid, shall apply herein:-

- 1.1. The sealed cover must be submitted in **two separate, sealed sub-envelopes** clearly super-scribed as:
 - i. **'Techno-commercial Bid'**, consisting of documents, testimonials, etc. pertaining to all technical specifications/ details of item(s) in addition to commercial terms and conditions as well as other requisite compliances; and
 - ii. **'Financial Bid'**, indicating per unit base rate(s)/price(s) for the items listed in the Techno-commercial Bid.
- 1.2. The **two separate, sealed sub-envelopes** mentioned in Clause 1.1 are required to be placed inside a **bigger sealed envelope** clearly super-scribed on the top of the same as **"Enlistment of Vendors for Procurement of Office Stationery, general & other miscellaneous consumables:: NIB No. CU/S&P/2024/09 Dt. Nov 5, 2024"**. The **name and address of the bidder** along with **valid contact number(s)** must be mentioned on each of the envelopes. The **bigger sealed envelope** which is required to be addressed to **"The Registrar, Cotton University, Guwahati-781001, Assam"** must be submitted during office hours in the drop-box arranged for the purpose on or before **2:00 P.M. of Nov 26, 2024**.
- 1.3. There is a mandatory **processing fee**{non-refundable} to the tune of **INR 2,000/- (Indian Rupees Two thousand only)**, which must be deposited through the **ICICI Bank Challan-'FEE CODE 011'** at any of the branches of **ICICI Bank**. The **soft copy** version of the aforementioned bank challan has to be **downloaded from** the University's website i.e. www.cottonuniversity.ac.in for which it has been provided therein under the head as **"Important Links" → "Forms & Format" → "Other Challan" → "Challan for Tender Fees"**.
- 1.4. The sealed and signed **counter-foil** [which indicates payment of the processing fee] **with regard to the bank challan** bearing the heading **'UNIVERSITY'S COPY'** must be submitted in the sub-envelope titled **Techno-commercial Bid**.
- 1.5. **Techno-commercial Bid opening and evaluation** might be done on the **same day at 3:00 P.M.** in presence of the bidders. **Financial Bids of only the techno-commercially acceptable offer(s) shall be opened** for the purpose of evaluation. In case the Techno-commercial Bid evaluation remains incomplete that day, then the date and time of Financial Bid opening shall be intimated to the shortlisted bidder(s) separately.
- 1.6. **In case the date of bid submission is declared a holiday** by any jurisdictional authority, the **following working day** of the University shall be **treated as due date** for bid submission. The **bid received after due date and time or without sealed cover or in torn condition** shall be treated as **'unresponsive' and disqualified**, and shall **not be entertained under any circumstances whatsoever**.
- 1.7. Going forward, any **addendum, corrigendum, notice of date extension, etc.** shall be **posted on the University's website** only. As such, it is in the bidder's interest to stay alert regarding such postings.
- 1.8. **All bids** received shall be **opened, scrutinized and evaluated by a committee constituted for the purpose of selection and recommendation** with respect to **enlistment of vendors**.


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- 1.9. **Evaluation of bids** shall be done **separately for each items on the basis of the respective lowest offered per unit base rates or some other criterion/parameter deemed fit by the Committee constituted for the purpose.**
- 1.10. **All pages** of the bidding document and supporting materials, annexure/enclosures etc. must be **sealed and signed** by the bidder or their authorized signatory. **All entries** by the bidder must be **legibly written**. Any **over-writing, corrections and cuttings** must bear **initials of the authorized signatory**. Ideally, **corrections** must be made **by writing again instead of 'shaping' or over-writing**.
- 1.11. The bidder must invariably furnish **Security Deposit(SD)** money to the tune of **INR 30,000/-** vide **Banker's Cheque/ Demand Draft only {and not in any other mode}**, drawn in favour of **"Cotton University"** and payable at **"Guwahati"**.
- 1.12. The **Security Money(SD) Deposit** of the unsuccessful bidder(s) shall be returned after inception of fresh **Rate Contract(RC)**, whereas the **SD Money of the Successful bidder(s)** shall be treated as Performance Security and will be retained until expiry of the RC. The **SD Money of the successful bidder** will be refunded post expiry of the RC and subject to obtaining necessary **"No Objection Certificate/Clearance Certificate"** from the authorized personnel concerned.
- 1.13. The **Performance Security money of the successful bidder**, during the subsistence of the period of Rate Contract, shall be interest-free [i.e. it shall not carry any interest on the principal amount] and be refunded after adjustment of all dues of the University for Damages of any kind, if any.
- 1.14. An offer of **Replacement Guarantee encompassing immediate replacement of the supplied item(s) against defects of manufacturing/ workmanship/ mishandling during storage and transit etc.** must be provided by the successful bidder.
- 1.15. The University shall **deal with the dealer directly, and thus, no other commission agents, middle-men, etc.** must be asked or encouraged by the bidder to represent their cause.
- 1.16. The bidder submitting their bid shall be **deemed to have read and unconditionally accepted all the terms and conditions** stated herein. Therefore, **counter-conditional bids shall be summarily rejected**.
- 1.17. **No correspondence, verbal or written, shall be entertained in respect of acceptance or rejection of their bid.**
- 1.18. The bidder has to **mandatorily have their wholesale or retail outlet(s) within Guwahati / Kamrup Metropolitan area**. The University reserve right to call for any information and records as well as **inspect their premises** of any or all of the bidders, **before as well as, during subsistence of the Rate Contract**
- 1.19. The bidder has to **mandatorily submit the evidence of physical existence of their wholesale or retail outlet(s)**. The University authority/officials may visit the business entity mentioned by the respective bidders before finalization of the Rate Contract. **If the business entity/ wholesale /retail outlet(s) does not exist as per the evidence submitted along with the Bid documents, the entire Security Deposit (SD) Money would be forfeited**. No further Claims in this respect will be accepted by the University.
- 1.20. **Quoted Rate** [which shall not under any circumstance exceed the respective **Maximum Retail Prices (MRPs) or applicable market rate**] must be inclusive of all applicable taxes and duties, charges of



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- packaging/forwarding/delivery, etc. Transit Insurance, wages of manpower, and other incidental expense must be borne by the bidder themselves.
- 1.21. In case bidder quotes **Zero/Nil/blank** in the rows or column for each items in “**Scheduled of Rates**”, then the bid shall be **treated as invalid**.
 - 1.22. If base rates are **quoted in a format other than the one prescribed** in the bidding document, then the bid is **liable to be cancelled**. Therefore, ‘**Schedule of Prices**’ must be **carefully and properly filled up**.
 - 1.23. The **lowest(L₁) base rates** shall be determined based on evaluation of quotes/bids belonging to only the techno-commercially **qualified bidder(s)**.
 - 1.24. **Base rates** in the **Financial Bid** must be **quoted in Indian Currency; i.e. INR only**.
 - 1.25. Merely being the **Lowest(L₁) bidder** shall **not** be considered a **sufficient condition for being enlisted with the University**. To qualify in the techno-commercial evaluation, **samples of the unbranded items must be brought for exhibition before the authorized personnel or bid opening and evaluation committee or any other committee constituted by the Authority which shall inspect and physically verify the quality and specifications of the samples**.
 - 1.26. After receiving necessary approval of the University Authority, the **appropriate base rates of the items listed in the bid shall be deemed constant/fixed/valid for a period of at least Twelve (12) months or One year from the date of inception/issue of the Rate Contract**.
 - 1.27. The successful bidder must **deliver the ordered item(s) at the Cotton University or any other site(s) to be finalized in due course of time** by the authorized personnel. **Besides**, the former must also **collect item(s) for return, if any**.
 - 1.28. The successful bidder must **provide adequate support/assistance at the designated site of delivery, whenever and wherever called for at the designated site during such time in the day as may be specified for that particular place from time to time which shall include all working days/ shifts and even on holidays**. **Apart from delivering the required services**, as and when called for, the bidder must **discharge any other duties**, which in the opinion of the University are **within the scope of work** of the bidder, and that such duties must be carried out **with due diligence and care**.
 - 1.29. The successful bidder must **not divulge any information, confidential or otherwise**, that he may come across. The **authorized representative(s) of the bidder shall be granted access/permission by the University to enter the premises only for the purpose of carrying out the contractual obligations in respect of the supply contract/ Purchase Order and not for any other reason or purpose**. **Prior permission from the authorized personnel of the University must be obtained by the authorized representative(s) of the bidder in the event of them being required to remain on the University premises beyond the stipulated time and/or on Sundays and fixed public holidays for whatsoever reasons**.
 - 1.30. The **successful bidder and their representative(s) shall be liable to be dealt with suitably in the event of infringement of any law**. Any financial liability arising on the University shall be **deducted from the invoice of the bidder; and if the full amount is still not recovered, the same shall be recovered from the Performance Security money of the bidder**.
 - 1.31. In case the successful bidder fails in fulfilling the obligations under the Rate Contract, fully and in time, the University shall have the **absolute right to take up the work at the bidder's cost and risk**.



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- and recover all such expenses from the amount of money due to the bidder including their Security Deposit(SD) money.
- 1.32. If any damage is caused to persons and/or property of the University by the successful bidder or its personnel deployed in the University's premises in the course of execution of task/assignment under the supply contract/ Purchase Order, then the bidder shall be liable for the same and that they shall indemnify the University against such damages. The bidder shall also render all assistance and cooperation to the University in the event of any inquiry relating to any such incident or accident.
- 1.33. No advance payment shall be made to the successful bidder. Payment shall be made only after due scrutiny, verification and certification by the authorized personnel of the University who shall necessarily be officer(s)/official(s)/end user(s) designated by the University for the purpose regarding the successful execution of the allotted task/assignment by the authorized representative of the bidder.
- 1.34. The successful bidder shall not delegate or sublet/subcontract the supply assignment or any part thereof to any other entity/company/agency/contractor/supplier/vendor or business partner without the prior written consent/approval of the University; and such consent, even if provided, shall not relieve the bidder from any liability or any obligation under the supply contract/ Purchase Order.
- 1.35. Statutory levies and taxes, as applicable from time to time, might be deducted at source {as Tax Deducted at Source (TDS)} from the invoice of the successful bidder at the time of settlement of the same unless the bidder produces a certificate {from the Income Tax authorities} to the contrary. TDS certificate, wherever applicable, shall be issued by the University to that effect. Taxes, as applicable, shall be paid as per rules.
- 1.36. The successful bidder must observe all the laws and be solely responsible for any prosecution or liability arising from breach of any of those laws. The bidder must be responsible for compliance with all central and state laws as per rules/ regulations/ bye-laws/ orders of the local authorities and statutory bodies as may be in force from time to time during the subsistence of the supply contract/ Purchase Order (P.O.) and period of warranty, if any. The bidder must also indemnify the University and its officer(s)/official(s)/end user(s) from any claim or consequences/damages for any lapse or non-compliance thereof. If, at any point of time, it is found that any type of liability/ responsibility has been fixed on the University or its employees by any government or local body/authority with respect to the contract/ P.O., then the total responsibility must be borne by the bidder.
- 1.37. Mere submission of the bid does not confer any right on any eligible bidder for being selected as a successful bidder and to subsequently obtain the Award of Contract (A.O.C.)/Purchase Order (P.O.).
- 1.38. Non-conformity to any of the stipulated terms and conditions and/or non-submission of any of the documents/ testimonials/ fees etc., reference of which is made in the 'Enclosures-cum-Checklist' Section, shall amount to the bid being 'incomplete' thereby disqualifying the bidder owing to which their bid shall not be considered, but instead, summarily rejected by the bid opening and evaluation committee.
- 1.39. The bid shall be rejected if:-
- (i) the authenticity of any of the supporting documents is found to be fabricated or false or untrue or incorrect or forged or deceitful; or

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- (ii) the bidder is found to have been blacklisted by any government/ non-government organization/ Public Sector Undertaking in the preceding three(3) years; or
 - (iii) the bidder is convicted, punished, charge-sheeted in a criminal case involving moral turpitude; or
 - (iv) the bidder tries to canvass the bidding process or influence any official of the University, in any manner whatsoever; or
 - (v) the bid or any part of it is found to be conditional or contradictory in nature and interpretation.
- 1.40. If, at a later date, it is found that any of the information, documents, testimonials or certificates submitted by the successful bidder is **wrong/ forged/ fake/ false/ manipulated**, then the **Rate Contract** shall stand **cancelled with immediate effect** and that the **Performance Security money** shall be **forfeited** without any claim whatsoever against the University.
- 1.41. Enlistment shall not *ipso facto* (by itself) confer any right on the successful bidder to receive **Purchase Order (P.O.)** from the University and that it **shall in no way guarantee or ensure allotment of task/assignment**. The University reserves the **right to procure the goods from any other reliable entity/company/agency/contractor/supplier/vendor or business partner which might not be selected** as per this or any other bid/Rate Contract.
- 1.42. The University reserves the **right to cancel the supply Rate Contract** by giving a notice in writing **without assigning any reason** whatsoever in lieu thereof. Any notice sent by the University to the address recorded in the bidding document of the successful bidder shall be deemed to have been properly served for any of the purposes mentioned herein.
- 1.43. The **decision** of Cotton University on all matters connected with or incidental to enlistment of supplier(s)/vendor(s) shall be **final and binding on all**, and that it **shall not be called in question on any ground**. In case of any ambiguity or dispute that may arise in the interpretation of any of the clauses in this bidding document, the **interpretation of the Registrar, Cotton University shall be final and binding on all**.
- 1.44. Cotton University reserves the **right to amend or withdraw any of the terms and conditions and also update/ modify/ relax/ waive/ supplement the minimum criteria/requirements at any point of time**. The University also reserves the **right to accept the offers in full or in parts or reject the same summarily or partly**. Additionally, the University reserves the **right to accept, consider or reject any or all of the offers without assigning any reason** in lieu thereof.
- 1.45. The Registrar, Cotton University or any officer/official authorized by the University, shall have the discretion to **review or ascertain and enforce due and proper observance of the laws, rules and regulations**. The **officer(s)/official(s) so authorized** by the University, or the Registrar, may by **himself, investigate into any complaint** in the case of any default on the part of the successful bidder vis-à-vis terms and conditions of the bid. **No bidder shall be allowed to be represented by any legal expert during the course of any mutual discussion, consultation, investigation, enquiry, appeal or any other proceeding** conducted by or before any officer/official of the University against the bidder.
- 1.46. Subject to the satisfactory performance of the bidders, **the validity period of the resultant Rate Contract might be extended or renewed for future duration**. In all circumstance and eventualities, whether arising out of expiry of the period of the RC or its Non-renewal or termination or withdrawal; the bidder must continue to undertake the allotted task/assignments till such time that a new or alternate arrangements is made by the University. **In the event of failure to observe this**

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condition, the entire Security Deposit(SD) Money, as also any and /or all other dues, lying with the University, would stands forfeited.

- 1.47. In the event of any **ambiguity or dispute or difference between the parties involved** relating to or concerning the **interpretation of the supply contract/ Purchase Order** or any **alleged breach** thereof or any **matter relating to the contract or the bid/RC**, the same shall be settled by the parties concerned, as far as possible, **by mutual discussions and consultations** between themselves. The dispute shall be so settled only when the same has arisen during subsistence of the RC and that the **decision taken by the Registrar, Cotton University** shall be **final and binding** on all parties concerned.
- 1.48. The **law of the land shall apply** to the Rate contract arising out of this bid. **All disputes** in this connection and all matters arising out of the RC shall be **settled exclusively in the courts falling under the jurisdiction of Kamrup Metropolitan district authority.**

2. Enclosures-cum-Checklist:

❖ **Documents etc.** which must be placed **inside** the sub-envelope titled '**Techno-commercial Bid**' are:

- i) **Counterfoil {UNIVERSITY'S COPY} of ICICI Bank Challan-- FEE CODE 011** indicating payment of the **processing fee worth INR 2000/-**
- ii) **Security Deposit (SD) Money** in the form of **Banker's Cheque/ Demand Draft** to the tune of **INR 30,000/-**.
- iii) Copy of the **bidding document duly sealed and signed by the authorized signatory representing the bidder** thereby implicating that all terms and conditions stipulated in the bidding document are unconditionally acceptable to the bidder
- iv) At-least 3 no's of Pictures/Photos in hardcopy to exhibit the **physical existence of wholesale/Retail Outlet.**
- v) Copy of the up-to-date **Trade License** issued by **Guwahati Municipal Corporation.**
- vi) Copy of the **Certificate of Registration** pertaining to **GSTIN** and document(s) indicating up-to-date **GST filing**
- vii) Copy of **document(s) indicating Income Tax Returns (ITR) filing of the last Two Financial Years.**
- viii) Copy of **documents/testimonials [set(s) of purchase orders along with delivery challans indicating previous experience of serving in a similar nature in government or semi-government organisation(s)/ University's/higher educational institute(s) of repute situated in north-eastern region of India.**

❖ **Document** which must be placed **inside** the sub-envelope titled '**Financial Bid**' are:

- **Hard Copy{Paper}** of the prescribed format of '**Schedule of Rates**' duly filled up in neat and legible handwriting.


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3. Schedule of Rates

Sl. No.	Item	Specifications	Preferred Brand /Company/Make	Unit of measure	Base Rate per Unit{INR}	HSN Code
1	Acid	diluted HCl acid, 500ml, best quality		btl.		
2	Adhesive	3gm	Fevikwik	tube		
3	Tape	both side , 1 inch size, best quality		roll		
4	Cello Tape	transparent, 1" size, 65mtr., best quality		65 mtr roll		
5	Adhesive Tape	transparent/brown, 2" size, best quality		roll		
6	Alpin	best quality		pkt.		
7	Attendance Register	Vol. No. 2, hard bound, best quality		no.		
8	Battery	AA type	Duracell	no.		
9	Battery	AA type	Eveready	no.		
10	Battery	AAA type	Duracell	no.		
11	Battery	AAA type	Eveready	no.		
12	Binder Clip	15mm size, best quality		dzn. / box		
13	Binder Clip	25mm size, best quality		dzn. / box		
14	Binder Clip	32mm size, best quality		dzn. / box		
15	Binder Clip	41mm size, best quality		dzn. / box		
16	Binder Clip	51mm size, best quality		dzn. / box		
17	Black Board Duster	best quality		no.		
18	Bleaching Powder	450-500g size, best quality		pkt.		
19	Bond Paper	A4 size, 100GSM	Bilt / Kores / JK	ream		
20	Bound Register	hard, No.6 size	Neelgagan	no.		
21	Bound Register	hard, No.8 size	Neelgagan	no.		
22	Bound Register	hard, No.10 size	Neelgagan	no.		
23	Bound Register	hard, No.12 size	Neelgagan	no.		
24	Bound Register	hard, No.16 size	Neelgagan	no.		
25	Bound Register	hard, No.20 size	Neelgagan	no.		
26	Bound Register	hard, No.40 size	Neelgagan	no.		
27	Broom	coconut leaf made, best quality		no.		
28	Broom	grass made, best quality		no.		

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29	Broomstick / Ceiling Broom / Ceiling Brush	best quality		no.		
30	Brown Paper	best quality		sheet		
31	Bucket	12 ltr. size, plastic made, best quality	Cello/Milton	no.		
32	Calculator	commercial type, 12-digit	Casio	no.		
33	Calling Bell	table top type, best quality		no.		
34	Candle	medium size, wax made, set of 6nos., best quality		pkt.		
35	Carbon Paper	black color	Kores	pkt.		
36	Carbon Paper	blue color	Kores	pkt.		
37	CD Marker	black color, OHP type	Luxor	no.		
38	CD Marker	blue color, OHP type	Luxor	no.		
39	CD Marker	red color, OHP type	Luxor	no.		
40	Chalk Pencil	dustless, any color, set of 10nos.	Oddy	pkt.		
41	Chain	metal made (iron / stainless steel), best quality		no.		
42	Citronella	250ml size, best quality		btL.		
43	Clip-Board	A4 size, plastic made, best quality		no.		
44	Cover File / File Cover	4-side guarded, polyethene coated/laminated	Ambassador	no.		
45	Cup & Plate	ceramic made, set of 6nos., fine bone china	LA OPALA	pkt.		
46	Cup & Plate	melamine made, set of 6nos., fine bone china	MILTON	pkt.		
47	Cushion	square type, best quality		no.		
48	Damper Pad / Fingertip Moistener / Finger Grip	spongy type	Kores	no.		
49	Dishwashing Liquid	225ml size	Pril	btL.		
50	Disposable Garbage Bag	17-19cm x 21cm size, 90 nos., best quality		pkt.		
51	Door Mat	best quality, Size: 3x 2 feet		no.		
52	Door Mat	recycled rubber made, best quality , Size: 3x 2 feet		no.		
53	Drinking Glass	crystal made, set of 6nos., best quality	BOROSIL	pkt.		
54	Dust Pan	best quality	Cello/Gala	no.		

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55	Dustbin	pedal-assisted, plastic made, best quality, Size : 5 / 6 Ltrs	Cello/Neelka mal	no.		
56	Dusting Cloth / Table Duster Cloth	24"x 24" size, best quality		pc.		
57	Envelope	plain type, 12" x 5" size, brown color		per 100 nos.		
58	Envelope	plain type, 12" x 5" size, white color		per 100 nos.		
59	Envelope	plain type, A3 size, inner side cloth coated, yellow color		per 100 nos.		
60	Envelope	plain type, A3 size, inner side polyethene coated, yellow color		per 100 nos.		
61	Envelope	plain type, A4 size, inner side polyethene coated, yellow color		per 100 nos.		
62	Envelope	plain type, FS size, inner side polyethene coated, yellow color		per 100 nos.		
63	Eraser	rubber made, small size, set of 20nos.	Apsara /Faber-Castell / Classmate / Nataraj / Kores	pkt.		
64	File Bag	best quality		no.		
65	Filing Tag	nylon made, best quality		bndl.		
66	Basin cleaning Brush with Handle	plastic made, best quality		no.		
67	Floor Disinfectant	500ml size	Lizol	gal.		
68	Folder Bag	plastic made, A4 size, single button type, transparent type	My Clear Bag	no.		
69	Folder Bag	plastic made, FS size, single button type, transparent type	My Clear Bag	no.		
70	Gem Clip	26mm size, plastic coated, best quality		pkt. / box		
71	Gem Clip	35mm size, plastic coated, best quality		pkt. / box		
72	Glass Cleaner	500ml size	Colin	btl.		
73	Glue Stick	15gm size	Kores / Fevicol	no.		
74	Gum/Glue	150ml size	Kores	btl.		
75	Gum/Glue	700ml size	Kores	btl.		
76	Hand Sanitizer	500ml size, best quality		btl.		

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	Spray					
77	Hand-soap Liquid	250ml size	Dettol / Lifebuoy	btl.		
78	Highlighter Pen	assorted, set of 5nos.	Luxor / Camlin / Faber-Castell	pkt.		
79	Hole Guard	set of 35sheets	Printastick	pkt.		
80	Index File		Ambassador	no.		
81	Insect Repelling Spray	200ml size	Kala Hit	btl.		
82	Knife	plastic handle, best quality		no.		
83	L-Folder	transparent	Balhar	no.		
84	Ledger / Cartridge Paper	FS Size, green color, 80GSM	JK	ream		
85	Lock & Key	40mm size, 05-Lever type	Godrej	no.		
86	Lock & Key	50mm size, 06-Lever type	Godrej	no.		
87	Lock & Key	60mm size, 07-Lever type	Godrej	no.		
88	Log Book for Vehicle	No. 4 size	Neelgagan / Credence	no.		
89	Mop (Handle + Sweeping Cloth)	dry type, large size, best quality		no.		
90	Mop (Handle + Sweeping Cloth)	wet type, large size, best quality		no.		
91	Mosquito Repelling Liquidator Machine		All Out / Good Knight	no.		
92	Mosquito Repelling Liquidator Refill		All Out / Good Knight	no.		
93	Mug	1 ltr. size, plastic made, best quality	Milton	no.		
94	Name Plate	9", angular dimension, transparent type, acrylic made, set of 10nos., best quality		pkt.		
95	Coloring Naphthalene Balls	100g size, best quality		pkt.		
96	Needle	large size, best quality		no.		
97	Paper	A3 size, white color, 75GSM	JK	ream		
98	Paper	A4 size, coloured, 75GSM	Oddy	ream		
99	Paper	A4 size, white color, 75GSM	JK	ream		
100	Paper	FS size, white color, 75GSM	JK	ream		
101	Paper Cutter	large size, best quality		no.		
102	Paper Cutter	medium size, best quality		no.		

Handwritten signature
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103	Paper Punching Stick / Poker	plastic made, best quality		no.		
104	Paper Weight	flat type, crystal made, best quality		no.		
105	Pen	ball point, black color, set of 20nos.	Nataraj / Linc	pkt.		
106	Pen	ball point, blue color, set of 10nos.	Flair Xtramile/Class mate Octane	pkt.		
107	Pen	ball point, blue color, set of 20nos.	Nataraj / Linc	pkt.		
108	Pen	ball point, red color, set of 20nos.	Nataraj / Linc	pkt.		
109	Pen	double-headed, red+blue color, best quality		dzn.		
110	Pen	hi-tech point	Luxor / Pilot	pkt.		
111	Pencil	wood-coated, set of 10nos.	Nataraj / Classmate / Luxor / Apsara	pkt.		
112	Pen Stand	mug shaped, best quality		no.		
113	Pen Stand	tray shaped, best quality		no.		
114	Peon Book	No. 4, best quality		no.		
115	Permanent Marker Pen	black color, set of 10nos.	Faber-Castell / Luxor	pkt.		
116	Permanent Marker Pen	blue color, set of 10nos.	Faber-Castell / Luxor	pkt.		
117	Phenyl	black color, 500ml size, best quality	Bengal Phenyl	btl.		
118	Phenyl	white color, 500ml size, best quality	Cross	btl.		
119	Post-it Flags / Self Stick Removable Flags	assorted colours	Oddy / Infinity / Scotch	pkt.		
120	Post-it Notes / Self Stick Removable Notes	3" x 3" size, 100 sheets	Oddy / Infinity / Scotch	pkt.		
121	Punching Machine	double hole type, small size	Kangaro	no.		
122	Punching Machine	single hole type	Kangaro	no.		
123	Push Pin	best quality		pkt. / box		
124	Ring File / Clip File	hard board made, FS size, best quality		no.		
125	Ring File / Clip File	plastic made, FS size, best quality		no.		
126	Room Freshener Spray		Godrej / Ambi Pur / Airwick / Riya	btl.		



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127	Rubber Band / Nylon Band	long type, 500g size, best quality		pkt.		
128	Ruler	30cm size, plastic made, best quality		no.		
129	Ruler	30cm size, stainless steel made, best quality		no.		
130	Scissors	large size, best quality		no.		
131	Scissors	medium size, best quality		no.		
132	Sealing Wax	best quality		stick		
133	Sharpener	set of 20nos.	Kores / Nataraj / Faber-Castell / Apsara / Classmate	pkt.		
134	Sketch Pen	set of 12 nos.	Luxor / Faber-Castell / Camlin	pkt.		
135	Stamp Pad	blue color	Supreme / Griplex / Select / Faber-Castell / Camel	no.		
136	Stamp Pad	red color	Supreme / Griplex / Select / Faber-Castell / Camel	no.		
137	Stamp Pad Ink	blue color, best quality		btl.		
138	Stamp Pad Ink	red color, best quality		btl.		
139	Stapler Machine	No.10 size	Kores / Kangaro	no.		
140	Stapler Machine	No. HP 45	Kores / Kangaro	no.		
141	Stapler Machine	No.HD 45	Kores / Kangaro	no.		
142	Stapler Pin	No.10 size	Kores / Kangaro	pkt.		
143	Stapler Pin	No.24/6 size	Kores / Kangaro	pkt.		
144	Stapler Pin	No.23/8 size	Kores / Kangaro	pkt.		
145	Stapler Pin	No.23/10 size	Kores / Kangaro	pkt.		
146	Stapler Pin	No.23/13 size	Kores / Kangaro	pkt.		
147	Stapler Pin	No.23/15 size	Kores / Kangaro	pkt.		
148	Stapler Pin	No.23/17 size	Kores / Kangaro	pkt.		
149	Stapler Pin	No.23/20 size	Kores / Kangaro	pkt.		



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150	Stapler Pin	No.23/23 size	Kores / Kangaro	pkt.		
151	Stapler Pin	No.24/6 size	Kores / Kangaro	pkt.		
152	Stapler Pin	No.24/8 size	Kores / Kangaro	pkt.		
153	Stapler Pin	No.26/6 size	Kores / Kangaro	pkt.		
154	Stapler Pin	No.26/8 size	Kores / Kangaro	pkt.		
155	Stick File	A4 size, best quality		no.		
156	Stick File	FS size, best quality		no.		
157	Stock Register Book	No.8 size, hard bound, best quality		no.		
158	Stock Register Book	No.12 size, hard bound, best quality		no.		
159	Storage Drum	50L capacity, plastic made, wide mouth, best quality	Cello/ Neelkamal/ Milton	no.		
160	Storage Drum	100L capacity, plastic made, wide mouth, best quality	Cello/ Neelkamal/ Milton	no.		
161	Sutli	plastic made, best quality		kg.		
162	Table Spoon	best quality		set		
163	Table Tray	plastic made, perforated type, large size, best quality		no.		
164	Tea Tray	large size, best quality	Cello/ Neelkamal/ Milton	no.		
165	Thread Ball	cotton made, best quality		no.		
166	Tissue	dry type, best quality		pkt.		
167	Toilet Brush & Holder	set	Harpic	no.		
168	Toilet Cleaner (Blue)	500ml size	Harpic	btl.		
169	Toilet Cleaner (Red)	500ml size	Harpic	btl.		
170	Toilet Freshener	block type	Odonil	pkt.		
171	Toilet Paper	best quality		roll		
172	Towel	11" x 18" size, good quality double woven cotton	Bombay Dyeing / SPACES	no.		
173	Towel	13" x 13" size, good quality double woven cotton	Bombay Dyeing / SPACES	no.		

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174	Towel	16" x 28" to 18" x 30" size, good quality double woven cotton	Bombay Dyeing / SPACES	no.		
175	Towel	35" x 60" to 40" x 70" size, good quality double woven cotton	Bombay Dyeing / SPACES	no.		
176	Utensil Scrubber		Scotch Brite	no.		
177	Washing Powder	500g size	Surf Excel / Ariel / Tide	pkt.		
178	Waste Paper Bucket	perforated type, best quality		no.		
179	White Board Marker Pen	blue color, set of 10nos.	Luxor / Faber-Castell	pkt.		
180	White Board Marker Pen	green color, set of 10nos.	Luxor / Faber-Castell	pkt.		
181	Whitener Pen	8ml size	Kores / Reynolds / Flair / Camlin	no.		
182	Wiper with Handle	large size, best quality		no.		
183	A4 Sticker(65 label)		oddy	no.		
184	A4 Size Tracing Paper		oddy	no.		
185	Soap	75 grms	Dettol/ Lifebuoy/ Savlon	no.		
186	Hand Saop Powder		Dettol/ Lifebuoy/ Savlon	no.		
187	Herbicide	500 ml	Glycel	no.		

Name of the **Bidder**:

Address of the **Bidder**:

Contact Number(s) of the **Bidder**:

E-Mail ID(s) of the **Bidder**:

Type of Business Entity of the **Bidder** [Proprietorship/Partnership/Company]:

Full Name {in BLOCK Letters} of the **Authorized Signatory**:

Full Signature of the **Authorized Signatory** with Date:

Office Seal/Stamp:


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